

Instructions for Coffee & Donut Ministry

9:00am Mass:

Doughnut orders are placed by the ministry head. We have a standard order of 16 dozen doughnuts, but about 14 during the slower times of the year. Adjustments to orders will be made by the ministry head.

Doughnuts are at the Wal-Mart on 620 and LakeCreek Parkway. Phone number to the bakery is 257-7241 should you need it.

You will also pickup 6 gallons of juice. Juice also varies if we have some leftover from the previous mass.

- 3 Orange Juice
- 3 Fruit Punch (Minute Maid)
- 3 Berry Punch (Minute Maid)

Please pickup around 8:00am on Sunday and take to the kitchen.

Prepare Coffee

- Fill coffee maker with water to the 60-cup line
- Large Filter
- 4 packages of coffee
- Turn pot on
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Setup the coffeepot on counter in the kitchen area by the gate.

After doughnuts are served, put all coffee, juice and donuts inside the kitchen, clean up and pull the gate down.

Count donations and use the donations form inside the binder that is kept in the first draw on your left with the moneybags. Put money in the moneybag and leave in the draw for the 11:00am workers.

To get reimbursed for the stuff you purchased, take a receipt reimbursement form out of the binder, complete and with the receipt put it in the moneybag. You will be reimbursed and the check will be in the dining area in the cupboard (parish mail box).

*Sometimes you might have to setup the table and chairs if they haven't been put down. If you need help, please ask one of the hospitality ministers or one of the deacons.

Also, in the binder is a small card that has our tax information on it and every once in a while Wal-Mart will ask for this card.

11:00am Mass:

Right before mass ends go to the kitchen open the gate and set out juice and doughnuts.

There is usually enough coffee left over from the 9:00am mass to use, but if not the instructions are above.

Cleanup the kitchen area and wipe down the tables. Put all supplies back in the cabinets.

Empty and rinse out the coffee pot.

Trash needs to be taken out to the dumpsters. You need to check the ones in the dining hall as well as the kitchen.

Leave leftover doughnuts on the counter.

PLEASE EMAIL OR CALL THE NEXT 9:00AM MASS FAMILY AND LET THEM KNOW HOW MUCH JUICE AND WHAT KIND WAS LEFTOVER SO THEY KNOW WHAT TO PURCHASE.

Count the money and complete the donation sheet the 9:00am workers used and place the money and donation sheet in the moneybag and drop it off in the drop box outside the church office.

If you noticed any supplies running low, please email the ministry head.

Thank you for volunteering and please let me know if there are any questions you may have.

Teresa Hays
250-8607 home
275-5647 work

Thays9005@yahoo.com

I also use my work email, but if you need me on the weekend its best to call.

Thays1@csc.com

If for some reason you cannot serve on your scheduled date, it is your responsibility to find a substitute.

Children in the kitchen should be 10 years of age or older.